UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788110
TWENTYNINE PALMS, CALIFORNIA 92278-8110

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From: Deputy, Assistant Chief of Staff Installation Support Directorate
To: Military Personnel, Civilian Employees, and Contractors (incorporated by reference into contract performance requirements)

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) MANUAL

Ref: (a) MCO 5090.2
      (b) CCO 5090.8C
      (c) https://www.29palms.marines.mil/Staff/G4-Installations-and-Logistics/Environmental-Affairs/ECPSOP/

Encl: (1) EMS Manual

1. Marine Corps Air Ground Combat Center (MCAGCC) conducts live-fire combined arms training to promote operating force military readiness. MCAGCC provides facilities, services, and support to the resident units, Marines, Sailors, and their families. We must operate in an environmentally responible manner and comply with applicable environmental and land use laws and regulations.

2. Per reference (a), Marine Corps installations and bases are responsible for establishing policy, procedures, and guidelines for the management of the Combat Center's EMS.

3. Per reference (b), the Assistant Chief of Staff Installation Support Directorate is responsible to ensure that the Commanding General's policy, procedures, and guidelines for the EMS are met.

4. In accordance with reference (b), military personnel, civilian employees, and contractors (incorporated by reference into contract performance requirements) operating aboard the Combat Center shall comply with enclosure (1).

5. The EMS Instruction Manual will be reviewed annually to ensure compliance with the references and is available for activities to access, reference (c).

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MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA

ENVIRONMENTAL MANAGEMENT SYSTEM INSTRUCTION MANUAL

UPDATED: SEPTEMBER 2019

DOCUMENT REVISIONS

The Environmental Management System (EMS) Instruction Manual is a living document. It will be revised as the Marine Corps Air Ground Combat Center (MCAGCC) EMS evolves and improves. This instruction manual is therefore subject to the document management procedures described in Environmental Management Procedure (EMP) EMP-09, Control of Documents, and EMP-15, Control of Records (Appendix A). All previous revisions of this document are obsolete. Subsequent revisions will be recorded in the following table, adding appropriate information.

Revision	Date	Revisions Summary
Revision 1.0	August 5, 2005	Updated to reflect USMC Conformance Criteria and revisions to MCAGCC's EMS
Revision 2.0	October 2006	Updated to reflect management review of the EMS Manual and those requirements as outlined in the EMS Implementation Order
Revision 2.1	May 2007	Update to reflect Environmental Compliance Evaluation (ECE)/HQMC EMS Audit comments
Revision 2.2	October 2009	Updates to reflect annual EMS Audit/conformance status for HQMC and Executive Order 13514
Revision 3.0	October 2012	Updated throughout document to conform to Marine Corps Order P5090.2 Environmental Compliance and Protection Manual, and to address ECE Plan of Action and Milestones (POA&M) items
Revision 4.0	June 2015	Updates to address FY 2014 Benchmark ECE POA&M items and emerging changes to MCO 5090.2
Revision 5.0	June 2016	Updates addressed PAI, Significant Practices, and Practice Inventory.
Revision 6.0	December 2017	Updated ESOP inventory, reviewed and updated manual.
Revision 7.0	February 2018	Remove Natural Resources Environmental Affairs (NREA) replace with Environmental Affairs (EA). Updated unit listing.
Revision 8.0	June 2018	Updated to reflect Executive Order 13834.
Revision 9.0	June 2019	Update to reflect MCO 5090.2 and CCO 5090.8C.

TABLE OF CONTENTS

SECTION 1

Introduction

The Marine Corps Environmental Management System (EMS) Instruction Manual enables Marine Corps units, tenants, commands, installations, and regions to achieve and maintain environmental compliance and protection while sustaining resources essential to combat training and readiness.

Marine Corps EMS requirements are found in Marine Corps Order (MCO) 5090.2 Environmental Compliance and Protection Program, Volume 2, which was published in June 2018, incorporating and updating all previous Headquarters Marine Corps (HQMC) policy and guidance.

The Marine Corps EMS brings environmental considerations and accountability into day-to-day decision-making and long-term planning throughout Marine Corps Air Ground Combat Center (MCAGCC). It is consistent with other military, federal agency, and international standards.

This instruction manual documents the structure and function of MCAGCC EMS. The EMS includes all activities, tenants, and contractors operating aboard the Combat Center. This instruction manual is the primary guidance for MCAGCC EMS. The EMS will improve environmental performance and mission support, contribute to overall efficiency, and clarify roles and responsibilities within the organization. Although improvement in environmental performance can be expected due to the adoption of such a systematic approach, the EMS is only a tool that must be utilized correctly in order to achieve required performance. Success of the EMS is dependent on a commitment to regular reviews and evaluations designed to identify opportunities for further improvement.

SECTION 2

MCAGCC EMS Manual

The main focus of this EMS Instruction Manual is the Environmental Management Procedures (EMPs), which describe the Combat Center's approach to developing, operating, and maintaining each of the seventeen Marine Corps EMS elements. Each EMP describes the corresponding EMS element, establishes roles and responsibilities, and notes related EMPs and environmental documentation. The EMPs are presented in Appendix A of this EMS Instruction Manual to facilitate their distribution and revision, and are organized by EMS component:

* Environmental Policy (EMP-01)

- Planning (EMPs 02 through 04)
- Implementation (EMPs 05 through 11)
- Checking and Preventive/Corrective Action (EMPs 12 through 16)
- Management Review (EMP-17)

All MCAGCC personnel should use this site-specific EMS Instruction Manual to sustain environmental compliance, reduce pollution, and reduce environmental and mission risk.

The MCAGCC EMS Instruction Manual is available and accessible electronically on the Combat Center Environmental Management (EM) Portal: https://www.29palms.marines.mil/Staff-offices/Environmental-Affairs/.

SECTION 3

Mission and Organization of MCAGCC

MCAGCC's mission is to operate the Combat Center for live-fire combined arms training that promotes readiness of operating forces and provides facilities, services, and support responsive to the needs of Marines, Sailors, and their families.

Appendix B to this instruction manual presents the MCAGCC EMS Team Charter, which describes the Environmental Impact Review Board (EIRB) and EMS Management Committee. Appendix B also includes a list of major tenants and federal agencies operating aboard the Combat Center.

Roles and Responsibilities

General EMS roles and responsibilities for MCAGCC personnel and organizations are presented in Table 1. The EMPs included in Appendix A further identify specific roles and responsibilities.

Table 1 - General EMS Roles and Responsibilities

EMS Responsibility	Commanding Officer Assistant Chief of Staff (AC/S)	EMS Team	Environmental Affairs (EA) Division Director	EMS Coordinator	EA (Division Staff/ Environmental Program Managers)	Unit/Tenant Commanders	Practice Owners/Environmental Compliance Coordinators (ECCs)
Provide EMS management support	x	x	x			x	
Establish, maintain, and review EMS policy	x	x	x	x	x		
Establish, maintain, and review environmental objectives and targets		x	x	x	x		
Track requirements		x		x	x		
Identify practices, aspects, and risks		x		x	x		
Provide EMS training & awareness		x		x			
Receive EMS training	x	x	x	x	x	x	x
Receive specific environmental training and information through the Comprehensive Environmental Training and Education Program (CETEP)	x	x	x	x	x	x	x
Government interface			x	x	x		
Public interface	x		x	x	x		
Conduct environmental compliance evaluations			x	x	x		
Conduct local environmental compliance inspections		x			x		x
Develop/implement corrective/preventative actions		x		x	x		x
Provide information and assistance to Practice Owners		x		x	x		
Monitor natural/cultural resources					x		
Maintain documents and records		x	x	x	x	x	x
Undertake and participate in EMS review		x	x	x	x		
Operate in an environmentally sound manner	x	x	x	x	x	x	X

APPENDIX A - EMPs

For each of the seventeen Marine Corps EMS elements, there is a corresponding EMP. Each EMP includes the following detailed information: statement of purpose, discussion of the EMS element, specific actions and responsibilities, and references to related MCAGCC environmental documents.

The EMPs may change with MCAGCC's mission, environmental requirements, or EMS improvements and are thus subject to document control procedures specified in EMP-15, Records Control.

Table A1 - EMS Components and EMPs

Component	EMP	Title
Policy	01	Environmental Policy
Planning	02	Practices, Aspects, Impacts, and Risk Prioritization
	03	Legal and Other Requirements
	04	Objectives, Targets, and Actions to Improve Performance
Implementation	05	Roles, Responsibilities and Resources
	06	Competence, Training, and Awareness
	07	Communication
	08	EMS Documentation
	09	Document Control
	10	Operational Control of Practices
	11	Emergency Preparedness and Response
Checking and Preventative or Corrective Action	12	Monitoring and Measurement
	13	Compliance Evaluation
	14	Problem Solving
	15	Records Control
	16	EMS Audit
Management Review	17	Management Review

Policy – EMP-01 Environmental Policy

1.1 Purpose

EMP-01 describes how to manage and maintain the MCAGCC Commanding General's (CG) Environmental Policy Statement.

1.2 Discussion

The Environmental Policy Statement (Appendix C) documents MCAGCC's environmental direction and goals. It must be communicated to all Combat Center personnel and made available to the public. The Environmental Policy Statement is documented and signed by the CG and makes MCAGCC accountable to the following:

- Comply with relevant environmental legislation, regulations, and policies.
- Prevent pollution and conduct clean-up
- Conserve natural and cultural resources
- Minimize risks to mission by considering possible environmental impacts (at work, in the field, and at home)
- Continuously improve the EMS

The Environmental Policy Statement is reviewed at least annually and updated as needed.

1.3 Actions and Responsibilities

Responsible Party	Action
Commanding General	1. Endorse the Environmental Policy Statement through signature and distribution.
White Letter Addressee	1. When applicable, publish a policy for implementing each White Letter received from the Commandant of the Marine Corps (CMC).
EMS Team	1. Annually review Environmental Policy Statement.
EA Director	1. At least annually, review and approve suggested revisions provided by environmental staff, other sources, and counsel and forward policy statement and revisions to the CG for approval and signature.
EMS Coordinator	1. Maintain CG's Environmental Policy Statement. 2. Conduct inspections (via annual internal EMS Audits) to assess Practice Owner's awareness of the Environmental Policy Statement. 3. Arrange for distribution of the Environmental Policy Statement to installation personnel and the general public through posting on installation website, verbal communication, or other means. 4. Conduct inspections to assess awareness of the Environmental Policy Statement.
Activity/Unit/Tenant Commanders	1. Support the Environmental Policy Statement through posting on installation bulletin boards, verbal communication, or other means. 2. Ensure personnel within chain of command are aware of the Environmental Policy Statement, particularly as it pertains to their jobs.

Responsible Party	Action
Communication Strategy and Operations	1. Make the Environmental Policy Statement available to the public, in coordination with the EA Director.
All personnel aboard MCAGCC	1. Be aware of the Environmental Policy Statement, particularly as it pertains to work performance.

Planning – EMP-02 Practices, Aspects, and Impacts and Risk Prioritization

2.1 Purpose

EMP-02 describes how to identify practices that are associated with military training and operations on MCAGCC and can affect key environmental resources. The procedure guides personnel in analyzing practices to determine and prioritize associated aspects and impacts.

2.2 Discussion

MCAGCC's installation-wide practice inventory, developed from HQMC's practice inventory, is critical in several ways:

- Comprehensively identifies and documents the installation's practices, as well as aspects, impacts, and risks associated with each practice.
- Provides a basis for planning and scheduling practice inspections (EMP-12 and EMP-13).
- Enables risk-based prioritization of practices and aspects to support decision-making and resource allocation.
- Enables assignment of environmental responsibilities and accountability to Practice Owners and other non-environmental staff (EMP-05 and EMP-10).
- Uses risk software, WEB Compliance Assessment and Sustainment System (WEBCASS), to document and maintain the practice inventory, aspects, and impacts; and assess associated environmental risk levels.

MCAGCC identifies all practices that can interact with the environment and determines their aspects. On a routine basis as part of the Commanding General's Inspection Program (CGIP), EA Division Compliance Support Branch Inspectors and command/tenant/activity Environmental Compliance Coordinators (ECC) validate the practice inventory. Media managers validate practice and aspect data as necessary, and can suggest changes to the applicable database. The National Environmental Policy Act (NEPA) process and Media Manager oversight identify key environmental resources (i.e. drinking water sources, endangered species, archaeological sites, etc.) and assess vulnerability to the aspects of existing and planned practices.

The list of practices and aspects is reviewed and updated periodically, in a manner that is repeatable and defensible, and includes a schedule for periodic review and update of the prioritization results.

2.3 Actions and Responsibilities

Responsible Party	Action
EMS Team	1. Ensure information on new or modified practices within their authority is provided to the EA Division for inclusion in the inventory.
EA Director	1. Ensure practice inventory is maintained and reflects new or changing practices operated on MCAGCC.
EMS Coordinator	1. Ensure that practice inventory data in WEBCASS is updated and maintained. 2. Ensure risk prioritization is completed in the practice inventory data base. 3. Identify aspects and impacts of all practices operated on MCAGCC and maintain information in the practice inventory. 4. Coordinate updates of practices, aspects, and risk ranking with ECCs and EA program managers. 5. Review practice, aspect, and risk data updates and compile changes in WEBCASS.
EA Staff	1. Validate aspects and impacts of all practices operated on MCAGCC. 2. Ensure information on new or modified practices within their authority is provided to the EMS Coordinator for inclusion in the inventory. 3. Consult with EMS coordinator in scoring decisions. 4. Review and validate risk rankings at least annually and ensure any new or modified practices identified in the practice inventory are subjected to risk analysis.
EA Compliance Support Section	1. Ensure that ECCs are identifying new or modified practices during visits to facilities, shops, and or ranges on a routine basis. 2. Coordinate with EMS Coordinator on maintaining practice inventory. 3. Ensure Practice Owners have access to appropriate Environmental Standard Operating Procedure (ESOP).
Activity/Unit/Tenant Commanders	1. Ensure Practice Owners within their chain of command provide practice inventory information to EA when requested.
ECCs	1. Continually validate the practice inventory as it pertains to ECC's command, activity, or organization, and provide information to EA on plans for new practices or modifications to existing practices.
Practice Owners	1. Provide information to ECCs on plans for new practices or modifications to existing practices. 2. Be aware of practices that receive high risk prioritization scores.

Planning - EMP-03 Legal and Other Environmental Requirements

3.1 Purpose

EMP-03 provides a procedure to ensure MCAGCC identifies and communicates applicable environmental regulations.

3.2 Discussion

All personnel operating on MCAGCC must understand and comply with environmental requirements applicable to their jobs.

As required, Marine Corps West Coast Regional Environmental Coordinator (WREC), Western Area Counsel Office (WACO), and HQMC environmental personnel help EA Division staff identify new and changing environmental requirements. MCAGCC environmental staff must supplement this effort by learning about emerging or changing environmental regulations through:

- Communication with environmental peers and peer groups
- Written communication with regulators
- Attendance at environmental conferences and seminars
- Regulatory review periodicals (paper and electronic media)
- RegScan (a regulatory data system that contains federal and state regulations, TEAM Guide, and State Regulatory Supplements)
- U.S. Environmental Protection Agency Federal Register notices
- Web-based regulatory review services, such as:
    - Federal Register and Code of Federal Regulations http://www.gpo.gov/fdsys/
    - Federal Facilities Environmental Stewardship & Compliance Assistance Center http://www.fedcenter.gov/
    - Defense Environmental Network and Information Exchange https://www.denix.osd.mil/

MCAGCC disseminates specific and pertinent information regarding environmental requirements to appropriate personnel through Standard Operating Procedures (SOP), which are updated as necessary to reflect current federal, state, local, Department of Defense (DoD), Department of Navy (DON), Marine Corps, and MCAGCC environmental regulations.

3.3 Actions and Responsibilities

Responsible Party	Action
EMS Team	1. Review revised environmental SOPs, and incorporate new requirements into unit/activity-level SOPs.
EA Director	1. Ensure EA remains abreast of developments in rules and regulations affecting their areas of expertise.

Responsible Party	Action
EA Staff	1. Maintain a list of environmental requirements applicable to individual media/programs and forward this list to the EMS Coordinator. 2. Coordinate with Environmental Program Manager, and with counsel, as appropriate, for legal assistance in determining and verifying applicability of new or revised requirements to MCAGCC operations, and in coordinating MCAGCC's response. 3. Disseminate new requirements, with guidance, to tenants and Practice Owners by modifying environmental SOPs, instructions, and training, as appropriate. 4. Assist Practice Owners in incorporating environmental requirements into SOPs, unit-level instructions, checklists, and training, as appropriate. 5. Follow up to ensure response from Practice Owners is adequate and appropriate.
Counsel	1. Coordinate with MCAGCC environmental staff to determine applicability and implications of new or changing environmental requirements. 2. Alert MCAGCC environmental staff to emerging or changing environmental requirements.
Activity/Unit/Tenant Commanders	1. Ensure Practice Owners within their chain of command operate practices in accordance with all applicable environmental requirements. 2. Ensure Practice Owners within their chain of command incorporate environmental requirements into unit-level instructions, SOPs, checklists, and training, as appropriate, to ensure continued regulatory compliance.
Practice Owners and Contractors	1. Read, understand, and follow notices of new or changing rules and regulations, as applicable to their practices, received from EA Division staff. 2. Stay aware of implications of current environmental requirements as they pertain to their jobs and their ability to operate in an environmentally sound manner. 3. Operate in compliance with current environmental requirements. 4. Coordinate with EA Division staff to modify unit-level instructions, SOPs, checklists, and training, as appropriate, to reflect new environmental requirements.

Planning – EMP-04 Objectives, Targets, and Actions to Improve Performance

4.1 Purpose

EMP-04 specifies procedures for establishing, documenting, and communicating environmental objectives and targets at MCAGCC. Additionally, it specifies a standard procedure for planning and executing projects and actions designed to achieve these objectives and targets.

4.2 Discussion

Annually, EA Media Managers and other installation program managers establish and document environmental objectives and targets to enhance the EMS Program and overall effectiveness of their program(s). MCAGCC's objectives and targets are:

- Developed with consideration of: operational and mission-related activities, risks to mission (determined through prioritization of aspects and practices, EMP-02), legal requirements, stakeholder interest, pollution prevention opportunities, available technology and infrastructure, and financial resources.

- Consistent with, and supportive of, the CG's Environmental Policy Statement (EMP-01), environmental requirements, and sustainability goals.

- Measurable, achievable (within economic and technological restraints), and reviewed at least annually.

Actions are loosely defined as initiatives undertaken in response to an environmental need. Not all actions require central funding or outside assistance. Many changes in behavioral or administrative procedures or technical support can be implemented within the CG's authority and budget, and may be all that is needed to successfully meet objectives and targets, or to solve problems (EMP-14).

The EMS Coordinator and environmental staff document required behavioral or administrative actions in Plans of Action and Milestones (POA&Ms) for each established objective and target. POA&Ms document specific initiatives to achieve the objective, responsibilities and timeframe.

POA&Ms may also be developed to solve conformance or compliance problems identified in the Checking and Corrective Action component or to implement EMS improvements resulting from Management Review (EMP-17).

Behavioral and administrative actions that are within the Commanding Officer's responsibility and budget are implemented to achieve objectives and targets. Actions requiring external funding and/or expertise (projects) are documented through a project request submitted to HQMC for selection and funding through Status Tool for the Environmental Program (STEP) (EMP-05).

To support communication with units or other organizations implementing POA&Ms, progress monitoring (EMP-12), and annual review by Combat Center leadership (EMP-17), the EMS Coordinator maintains a list of current objectives and targets with POA&Ms on the Environmental Management (EM) Portal.

4.3 Actions and Responsibilities

Responsible Party	Action
AC/S	1. Support implementation of all proposed actions designed to achieve MCAGCC objectives and targets. Recommend changes if necessary. 2. Support use of resources to achieve EMS objectives and targets.
EMS Team	1. Ensure personnel within their chain of command participate in efforts to achieve objectives and targets. 2. Facilitate development or revision of Combat Center Orders and SOPs to aid achievement of goals and targets. 3. Develop and provide recommendations for actions to achieve EMS objectives and targets.
EA Director and EMS Coordinator	1. Review objectives and targets developed by EA Division staff. 2. Ensure EA Division staff progress in meeting objectives and targets. When necessary, suggest new objectives and targets, or revise existing objectives and targets. 3. Review and approve POA&Ms for achieving objectives and targets, ensuring POA&Ms identify: actions, responsible personnel or organizations, and completion dates. 4. Present POA&Ms for achieving objectives and targets to the Environmental Impact review Board (EIRB) to ensure active participation and "buy-in." 5. Ensure funding requests are submitted and tracked for projects developed to achieve objectives and targets. 6. Coordinate with Department Managers to ensure POA&Ms for achieving objectives and targets are successfully implemented.
EA Staff	1. In coordination with the EMS Team, review high-risk practices or aspects (EMP-02) and develop objectives and targets that reduce or eliminate associated risks. 2. Determine progress in meeting objectives and targets. 3. Provide to the EMS Coordinator and EA Director the results of these efforts (suggested new or revised objectives and targets, and progress determination). 4. Develop POA&Ms to achieve measurable objectives and targets that identify: actions, responsible personnel or organizations, and completion dates. 5. Develop and submit funding requests for projects developed to achieve objectives and targets. 6. Support EIRB and Practice Owners with implementation of actions. 7. Execute actions to achieve objectives and targets as assigned, and document implementation, results, and follow-up evaluation.

Responsible Party	Action
Activity/Unit/Tenant Commanders	1. Ensure training and other resources, as applicable, are provided to personnel as needed to achieve objectives and targets. 2. Ensure personnel within their chain of command actively participate in and support POA&M development, and the actions planned and implemented to achieve MCAGCC objectives and targets.
Practice Owners	1. Assist EA Division staff in accomplishing tasks necessary to meet objectives and directives. 2. Execute actions to achieve objectives and targets as assigned, and document implementation, results, and assist EA with follow-up evaluation.

Implementation – EMP-05 Roles, Responsibilities, and Resources

5.1 Purpose

EMP-05 describes EMS roles and responsibilities and describes funding procedures.

5.2 Discussion

   a. Roles and Responsibilities

Below is a list of MCAGCC EMS roles, responsibilities, and authorities for EMS Implementation and Maintenance:

- AC/S Installation Support Directorate. The AC/S has overall responsibility for implementing and sustaining the EMS, and has delegated authority to the EA Director to implement and sustain the EMS.

- EMS Team. The EMS Team is appointed by the CG and provides installation-wide oversight and support to the EMS implementation/sustaining effort. Appendix B contains the Marine Air Ground Task Force Training Command (MAGTFTC), MCAGCC Team Charter policy. EMS Team members work with the EMS Coordinator and EA Division staff to gather, organize, and disseminate information; develop procedures; and advise, coordinate, facilitate, and monitor EMS implementation and sustainment.

- EIRB. The EIRB is an executive body that meets, as needed, to review the potential environmental effects of planned Combat Center actions, including review of current environmental compliance and protection issues. Membership includes Deputy Directors and Executive Officers from MAGTFTC, MCAGCC directorates, commands, and tenant organizations. The EIRB is also responsible for reviewing and concurring on EMS policy, procedures, and EMS Audit results prior to submittal to the AC/S.

- EMS Coordinator. The EMS Coordinator manages and oversees EMS implementation and sustainment and arranges training, guidance, and assistance. The EMS Coordinator is a member of the EMS Team and coordinates communications and EMS planning efforts among the EMS Team, the EA Division, directorates and tenant organizations aboard MCAGCC.

- EA Division. The EA Director and staff provide technical expertise to the EMS Team, the EMS Coordinator, and Practice Owners to aid them in fulfilling their roles and responsibilities under the EMS. EA continues to manage compliance, pollution prevention, installation restoration, and natural and cultural resource programs; and remains the installation's single point of contact with environmental regulatory agencies. EA coordinates with program managers outside of EA to ensure compliance with applicable requirements falling outside environmental oversight. Those programs and entities include, but are not limited to, Public Works Division on asbestos and pesticide concerns, Combat Center Safety for hazardous material and lead-related issues, Twentynine Palms Naval Hospital for medical and bio-hazardous waste issues and concerns, etc. EA and other program managers review and modify media programs as needed to ensure they contribute to achieving MCAGCC's policy, objectives, and targets. EA plans and coordinates the compliance self-audit, monitors environmental resources, and provides monitoring services to Practice Owners, as needed. EA identifies contracts that can affect MCAGCC's significant aspects through the Combat Center NEPA planning process. Contractors' EMS responsibilities will be included in new contracts, and will be added to existing contracts when those contracts are reissued or modified.

- ECCs. Each installation directorate and tenant organization and their subordinate units and contractors aboard MCAGCC work with the EMS Coordinator and EA to identify their practices, their practices' significant aspects and impacts, and personnel responsible for practice control. The primary environmental point of contact within practice owning organizations is the ECC. Practice Owners participate in environmental SOP (ESOP) development, ensuring that existing and new procedures (and associated responsibilities and frequencies) are incorporated in unit SOPs, and that new operators and supervisors are trained in the procedures. As operations change or new practices are added, Practice Owners coordinate with EA to document pertinent information. Practice Owners participate in problem solving as needed and notify their superiors of environmental issues or concerns so they can be brought to the attention of their EMS Team representative for review and action. Detailed ECC responsibilities are documented in the ECC ESOP maintained on the MCAGCC EM-Portal document library.

    b. Resources

EA identifies needed environmental projects through various means. These environmental projects require external funding. Volume 3 of MCO 5090.2 establishes procedures for funding environmental compliance. MCAGCC implements and uses STEP to monitor and track funding for environmental projects.

EA and Manpower Division periodically evaluate manpower dedicated to environmental management and realign roles and responsibilities as indicated by the Installation's objectives and targets, and planned EMS element improvements.

5.3 Actions and Responsibilities

Responsible Party	Action
AC/S	1. Support the development and maintenance of the EMS, including implementation of all environmental management procedures.
EIRB	1. Review, endorse and forward for CG's approval: the Environmental Policy Statement, objectives and targets, and EMS Review results.
	2. Participate in annual Management Reviews
	3. Recommend/endorse improvements in the EMS and forward for AC/S's approval.
EMS Management Committee	1. Incorporate actions to control processes in command instructions, SOPs, and training.
	2. Participate in environmental programs as required by assigned roles and responsibilities.
	3. Communicate concerns about environmental program issues and roles and responsibilities to EA Division staff.
Manpower Division	1. Periodically evaluate manpower dedicated to environmental management.
EA Director	1. Clearly establish roles and responsibilities of EA Division staff in position descriptions.
	2. Conduct annual performance reviews to evaluate the performance of each media manager.
	3. Establish and maintain environmental programs to ensure compliance, and support meeting objectives and targets.
	1. Annually review roles and responsibilities of EA Division staff for supporting EMS.
	2. Support the EA Division staff in establishing and documenting their environmental roles and responsibilities in turnover folders.
	3. Support the development and maintenance of the EMS, including implementation of all EMPs.
	4. Ensure adequate funding is planned, programmed, budgeted, and executed to meet MCAGCC's environmental requirements.
	5. Provide, via the Marine Corps Fiscal Director, MCAGCC's financial and budget exhibits in support of the HQMC, Marine Corps Installation Command (MCICOM) GF-5 submission of overall Marine Corps environmental funding information to DON, DoD, and Congress.
	6. Ensure life-cycle economic analyses are conducted before decisions are made about options for complying with environmental requirements.
	7. Ensure implementation and use of STEP to monitor and track environmental requirements and costs.
	8. Provide written notification to HQMC, MCICOM GF-5 requesting concurrence if the reprogramming of

Responsible Party	Action
	CMEP-funded environmental projects is required.
	9. Ensure implementation and use of Standard Accounting, Budget, and Reporting System (SABRS) to monitor and track execution of funds.
	10. If environmental funding is reallocated for non-environmental initiatives, brief the AC/S on impacts.
	11. Conduct an annual manpower review to evaluate manpower dedicated to environmental management. Adjust roles and responsibilities as required.
EMS Coordinator	1. Support the development and maintenance of the EMS, including implementation of all EMPs.
	2. Assume primary responsibility for EMS planning and implementation.
EA	1. Coordinate with Practice Owners to establish and document environmental roles and responsibilities for practice controls.
	2. Manage environmental media programs as assigned.
	3. Maintain environmental media program management plans, as appropriate.
	4. Develop and maintain turnover folders for the responsibilities cited in their position descriptions for approval by the EA Director.
	5. Support the development and maintenance of the EMS, including implementation of all EMPs.
	6. Provide technical and management support to the EMS Coordinator in planning and implementing MCAGCC's EMS.
	7. Identify environmental requirements and costs, and enter them into STEP.
	8. Conduct life-cycle economic analysis before decisions are made about options for complying with environmental requirements.
	9. Use STEP to monitor and track environmental requirements and costs.
Activity/Unit/Tenant Commanders	1. In coordination with the EMS Coordinator, appoint one or more command representatives as members of the EMS Team.
	2. Ensure that environmental requirements and best management practices are incorporated into the operations of their respective commands.
	3. Recommend EMS changes to the EMS Coordinator that will improve environmental performance and reduce risks to mission.
	4. Support the development and maintenance of the EMS, including implementation of all EMPs.

Responsible Party	Action

ECCs	1. Primary liaison between the EMS Coordinator and their organizations for environmental communication and coordination.
	
	2. Coordinate planning and implementation of EMS initiatives within their chains of command, as appropriate.
	
	3. Support the EMS Coordinator and EA in:
	
	  • developing the practice inventory and in analyzing and prioritizing risks-to-mission associated with practices operated within their organizations;
	
	  • developing objectives and targets pertinent to their organizations;
	
	  • developing POA&Ms to implement objectives and targets associated with their organizations;
	
	  • identifying projects for external funding either as actions to achieve objectives and targets or as corrective/preventive measures identified through the EMS checking and corrective action component;
	
	  • gathering, organizing, and disseminating EMS information;
	
	  • providing input to practice-specific ESOPs and other EMS documentation, and ensuring effective execution of ESOPs within their organizations;
	
	  • compiling an inventory of environmental documents and record used within their respective organizations as applicable; and
	
	  • developing roles and responsibilities sections within the EMPs.
	
	4. Receive EMS awareness training and ensure Practice Owners within their organizations receive practice-specific, point-of-use training.
	
	5. Support the EMS Coordinator and EA in the annual collection of environmental performance information, including status in meeting objectives and targets, to facilitate monitoring and measurement component initiatives.
	
	6. Provide liaison between EA and Practice Owners within their respective organizations to facilitate quarterly Commanding General's Environmental Inspection Program inspections.

Responsible Party	Action
Practice Owners	1. Incorporate actions to control processes in command instructions, SOPs, and training.
	2. Participate in environmental programs as required by assigned roles and responsibilities, regulations, and policy.
	3. Communicate concerns about environmental program issues, along with roles and responsibilities to the EA Division staff.

Implementation – EMP-06 Competence, Training, and Awareness

6.1 Purpose

EMP-06 provides a standard procedure to ensure environmental competence, training, and awareness for MCAGCC units/tenant activities and personnel.

6.2 Discussion

Training is an integral element of the EMS; the Comprehensive Environmental Training and Education Program (CETEP) is the training element of the USMC EMS framework. MCAGCC's CETEP was developed to identify, provide, and document training and instruction needed to ensure that:

- All personnel comply with regulations;

- Appropriate personnel understand their responsibilities in implementing the EMS; and

- Practice Owners understand procedures for controlling their practices and are competent to operate practices in an environmentally-sound manner.

Per the CGIP, all commands and tenants aboard the Combat Center will maintain complete and accurate records for every individual involved in environmental practices. These records include job title, job description, and documentation of completed training.

To further ensure understanding and compliance with the ESOPs, EA Division staff provide informal training during Technical Assist Visits (TAVs) and Formal Assist Visits (FAVs) as part of the CGIP.

6.3 Actions and Responsibilities

Responsible Party	Action
AC/S and EIRB	1. Obtain general environmental and EMS awareness training. 2. Obtain training and periodic updates appropriate to environmental issues faced by MCAGCC. 3. Ensure availability of funding to provide needed training.

Responsible Party	Action
EMS Management Committee	1. Receive general environmental awareness training (including EMS awareness). 2. Receive general environmental training and periodic updates appropriate to issues faced by MCAGCC. 3. Ensure appropriate personnel understand their responsibilities for implementing the MCAGCC EMS. 4. Ensure Practice Owners understand procedures for controlling their practices.
EMS Auditor	1. Receive "Lead Auditor" training or refresher training within three years immediately preceding any EMS Audit.
EA Director	1. Receive detailed EMS planning and implementation training. 2. Approve revision to MCAGCC CETEP. 3. Execute responsibilities assigned in CETEP.
CETEP Coordinator	1. Revise MCAGCC CETEP as needed. 2. Oversee operation and maintenance of MCAGCC CETEP. 3. Ensure environmental awareness materials are current and adequate to support the goals of the MCAGCC EMS. 4. Maintain environmental training records as required by regulations, ESOPs of this EMP, and the CETEP. 5. Ensure Practice Owners are aware of training needs and make training resources available to them.
EA Division Staff	1. Receive detailed EMS planning and implementation training. 2. Provide on-the-job environmental training to Practice Owners in accordance with responsibilities documented in the CETEP. 3. Include assessment of training requirements in ESOPs. 4. Collect information on number of supervisors and workers involved in each practice as part of the CGIP.
ECCs	1. Comply with the training-related requirements described in the CGIP, including identifying individuals who require training and maintaining training records.
Practice Owners	1. Receive all job-appropriate environmental training, as required by environmental requirements, ESOPs, and the CETEP. 2. Maintain personnel training records in accordance with requirements, the CGIP, ESOPs, and the CETEP. 3. From EA, receive on-the-job environmental training pertinent to environmentally-sound operation of practices. 4. Be aware of and understand procedures for controlling practices.
Personnel Operating Aboard MCAGCC	1. Receive basic environmental awareness training.
Visiting Units	1. Receive environmental awareness briefing.

Implementation - EMP-07 Communication

7.1 Purpose

EMP-07 provides guidance for MCAGCC personnel in communicating environmental information within the Marine Corps, as well as with interested external groups.

7.2 Discussion

Effective communication of environmental information is essential to a successful EMS.

   a.   Internal Communication

Internal communication can occur between almost any personnel and organizations at MCAGCC. Each EMP in this EMS Instruction Manual includes an "Actions and Responsibilities" table that identifies the appropriate means (personnel, format, frequency, etc.) for communicating specific EMS-related information. Communication is often required to coordinate EMS-related actions across MCAGCC staff and organizational functional lines of responsibility, or with tenant or visiting unit leadership. In some situations, direct communication between organizations occurs verbally, via telephone, or email. Other issues may require formal discussion in an appropriate forum, such as the EIRB or EMS Management Committee. The MCAGCC intranet also facilitates transfer of information within the agency.

EA Division staff communicate with Practice Owners and operators to ensure effective implementation of environmental media programs and the EMS as a whole. TAVs, FAVs conducted pursuant to the CGIP, and monthly ECC meetings are examples of opportunities for internal communication of environmental issues.

   b.   External Communication

Open communication with external stakeholders (e.g., regulators, the public) will increase their trust in MCAGCC's ability to operate in an environmentally-sound manner. External communication may occur through participation in environmental committees, workgroups, or initiatives sponsored by those communities; via telephone or email; or by working jointly with representatives of other organizations.

EA, with advice of counsel when necessary, represents MCAGCC and its tenant commands when coordinating with environmental regulatory agencies. EA maintains records of all regulatory communications (incoming and outgoing). Outgoing correspondence to regulatory agencies is tracked as official serialized letters. Incoming written correspondence from regulatory agencies is maintained as environmental records. Telephone conversations with regulatory agencies are documented through email.

Communication with the public occurs predominantly through Communication Strategy and Operations, which addresses outreach and public inquiries.

7.3 Actions and Responsibilities

Responsible Party	Action
EIRB	1. Provide forums for discussion of cross-functional implications of environmental issues.
EMS Management Committee	1. Facilitate communication between the EA Division and Practice Owners by reviewing and revising policies, procedures, and instructions. 2. Communicate environmental issues with EA Division staff.
EA Director	1. Communicate EMS and environmental programs' status and issues with the EIRB. 2. Coordinate actions associated with environmental programs and the EMS with managers of non-environmental functions through direct communication or through participation in the EIRB. 3. Coordinate with the Communication Strategy and Operations on environmental communication with the public or other external stakeholders, as appropriate. 4. Remain apprised of, and coordinate with EA Division staff on regular visits and interest in MCAGCC operations.
EA	1. Communicate status and issues of environmental programs with the EA Director and with Practice Owners as appropriate. 2. Host a monthly ECC meeting. 3. Participate in USMC or DoD environmental committees, workgroups, or forums pertinent to area(s) of expertise, as assigned. Communicate results or developments with appropriate MCAGCC personnel. 4. Participate in USMC, DoD, or industry conferences and symposia pertinent to area(s) of expertise, as assigned. Communicate knowledge or developments with appropriate MCAGCC personnel. 5. Document all communication with regulatory agencies.
Activity/Unit/Tenant Commanders	1. Coordinate actions associated with EMS and environmental programs through direct communication with the EA Director and the EMS Coordinator. 2. Ensure personnel within their chain of command are informed of the status and issues associated with EMS and environmental programs.
ECCs	1. Attend monthly mandatory ECC meetings held by the EA Division. 2. Communicate environmental issues with EA Division staff.
Practice Owners	1. Communicate environmental issues with unit/activity ECC. 2. Defer communication with environmental regulatory officials and representatives of the general public to EA personnel.
All Personnel Aboard MCAGCC	1. Communicate environmental issues with their unit/activity ECC.

Implementation – EMP-08 EMS Documentation

8.1 Purpose

Environmental Management Procedure (EMP)-08 guides EA in developing and maintaining EMS documentation.

8.2   Discussion

The MCAGCC EMS is documented in several key documents, including:

- The Environmental Policy,

- Current objectives and targets and performance monitoring information,

- Practice, aspect, impact inventory, including determination of significant practices and aspects,

- Description of environmental roles and responsibilities,

- Applicable operational controls (SOPs or ESOPs), and

- The EMS Instruction Manual and EMPs

The list of controlled environmental documents in EMP-09 provides a comprehensive list of MCAGCC EMS documentation.

This EMS Instruction Manual, which describes the EMS scope, documents EMS elements, and their relationship to each other, and references to other relevant documents and records, is central to implementing and maintaining the EMS. As the EMS evolves, this instruction manual may need updates or revisions. Annual review, compliance evaluations, and problem solving will identify opportunities to improve the EMS. Additionally, any department or tenant command participating in MCAGCC's EMS may suggest improvements to the EMS and the EMS Instruction Manual. The EMS Coordinator will receive and record suggestions, make the EIRB aware of suggestions, and maintain the EMS Instruction Manual as a controlled document. The EMS Coordinator is responsible for ensuring revisions to this EMS Instruction Manual are consistent with improvements to the EMS. The instruction manual shall not be released to any non-MCAGCC personnel without permission from the EA Director.

The MCAGCC website, USMC's EM Portal, and WEBCASS data application are used to maintain EMS documentation, as well as to provide EMS participants and stakeholders access to guidance documents and EMS resources.

8.3 Actions and Responsibilities

Responsible Party	Action
AC/S	1. Endorse the annual revision of the EMS Instruction Manual, as appropriate.
EIRB	1. Review and approve recommended annual revisions to the EMS Instruction Manual, as appropriate.
EMS Management Committee	1. Support the EMS Coordinator in the annual review and revision of the EMS Instruction Manual and other EMS documents.

Responsible Party	Action
EA Director	1. At least annually, ensure that the EMS Instruction Manual is reviewed for continued adequacy in supporting the Environmental Policy, compliance, and performance improvement.
EMS Coordinator	1. Coordinate revisions of the EMS Instruction Manual with EA Division staff and the EIRB. 2. Receive, record, and develop suggestions for improvement of the EMS and this EMS Instruction Manual to reflect changes in mission, improvements to the EMS, and current Marine Corps policy and guidance. 3. Maintain other EMS documentation in accordance with EMP-01 (Policy), EMP-02 (practice/aspect inventory), EMP-04 (objectives and targets), EMP-05 (roles and responsibilities, EMP-10 (operational controls), and EMP-12 (monitoring and measurement).
EA Division Staff & Environmental Program Managers	1. Develop suggested revisions to this EMS Instruction Manual and other EMS documents based on experience in implementing the EMS. 2. Communicate suggested changes to this EMS Instruction Manual and other EMS documents to the EMS Coordinator.
Activity/Unit/Tenant Commanders	1. Ensure personnel within their respective chains of command have access to and are aware of pertinent sections of this EMS Instruction Manual and other EMS documentation.

Implementation - EMP-09 Document Control

9.1 Purpose

EMP-09 guides MCAGCC personnel in managing pertinent environmental documents.

9.2 Discussion

Documents are information (stored on paper, electronic, or other media) that describes the organization, its goals or intent, or its procedures. Documents are subject to change over time. Document management includes an inventory of all documents appropriate to environmental programs and practices, and identification of documents essential to efficient EMS operation. EA will, annually, update the environmental document inventory (Table 9-1).

All environmental documents are maintained so they can be located, reviewed and updated, protected from damage, and removed for archiving when obsolete. EA maintains environmental documents on the USMC EM Portal, differentiating active and archived documents in separate portal libraries.

The following environmental document control procedures apply:

- All documents subject to revision shall be clearly marked with a version number. Each revision shall be issued a new sequential version number.

- Electronic versions of all documents and records identified in the document inventory are considered to be the current versions. Paper copies are uncontrolled, obsolete documents by default, unless specifically identified as a controlled version.

- Paper documents shall be identified as obsolete and removed and replaced with current versions immediately upon issue of the new version.

- Training shall be provided and required of all MCAGCC staff that develop or manage environmental documents to ensure that they are aware of the document control process.

- Sign-out procedures shall be implemented to ensure control over paper versions of documents removed from their storage or archive locations.

- EA shall ensure that these document control provisions are met.

In addition to documentation required for the EMS and media programs, EA is required to prepare and maintain the Combat Center Environmental Compliance and Protection Standard Operating Procedure (ECPSOP) and turnover folders or desktop procedures in accordance with MCO 5090.2A requirements.

Table 9-1 Environmental Documents

Environmental Document	Document Owner	Location
Environmental Policy Statement	EA	EA/Intranet
EMS Manual	EA	Intranet
Practice Inventory	Practice Owner	Practice Owner
ESOPs	EA	Intranet
EMPs	EA	Intranet
Position Descriptions for Environmental Billets	EA	EA
Turnover Folders/Desk-top Procedures for Environmental Billets	EA	EA
CCO 5090.1G, Environmental Protection	EA	Intranet
CCO 5090.4G, National Environmental Policy Act (NEPA)	EA	Intranet
CCO 5090.5D Integrated Contingency and Operations Plan (ICOP)	EA	Intranet
CCO 5090.8C, Environmental Management System (EMS) Plan	EA	Intranet
CCO 5090.2C Comprehensive Environmental Training and Education Program (CETEP)	EA	Intranet
Other 5090 series CCOs under revision	EA	Intranet
CCO 3500.4K, SOP for Range/Training Areas and Airspace, Chapter 2, Environmental Affairs	Operations and Training (O&T)	Intranet
Wastewater Management Plan (Master Water Conservation Plan)	Public Works Division (PWD)	EA
Drinking Water Quality Management SOP (Master Water Conservation Plan)	PWD	EA
Pollution Prevention Plan	EA	EA
Integrated Natural Resources Management Plan (INRMP) FY2012-2016	EA, Conservation	EA

Environmental Document	Document Owner	Location
United States Fish and Wildlife Service's Biological Opinion, 7 March 2002	EA	EA
'Biological Opinion for the Combined Arms Military Operations in Urban Terrain Training Facility (1-8-05-F-31) 20 January 2006	EA	EA
Integrated Cultural Resources Management Plan (ICRMP) FY2012-2016	EA, Conservation	EA
Programmatic Agreement for Cultural Resources Management (PA), 17 April 2007	EA	EA
SOP for Lead Analysis	PWD	EA
NEPA Documentation	EA	EA
SOP for Asbestos Abatement	PWD	EA
Solid Waste Management SOP	EA	EA
Qualified Recycling Program (QRP) Management SOP	EA	EA
Storm Water Pollution Prevention Plan	Industrial and Construction Activity	EA
Drinking Water Quality Monitoring Plan	Drinking Water Supply and Distribution	EA
Combat Center Order (CCO) 6280.2F Base Smog Order	EA	EA
Air Installation Compatible Use Zones (AICUZ)	PWD	PWD
Range Compatible Use Zones (RCUZ)	MTD	Intranet
MAGTFTC, MCAGCC Pesticide Management Plan	PWD	EA
MCAGCC Solid Waste Joint Technical Document (JTD)	EA	EA
Business Emergency and Contingency Plan (BECP) MCAGCC	EA	EA

9.3 Actions and Responsibilities

Responsible Party	Action
EA Director	1. Prepare and maintain a turnover folder for the billet. 2. Annually review and revise the inventory presented in Table 9-1. 3. Ensure all EMS documents are current and available to appropriate MCAGCC personnel. 4. Ensure obsolete documents are removed from circulation and replaced with current versions.
EA Division Staff	1. Prepare and maintain turnover folders and/or desktop procedures for their billets. 2. Maintain EMS documents in accordance with applicable requirements described in this EMP. 3. Support revision of environmental management plans and renewal of permits at required intervals. 4. Identify and maintain environmental documents in accordance with applicable requirements described in this EMP.

Responsible Party	Action
Practice Owners	1. Maintain access to current versions of the EMS Instruction Manual and other EMS documents pertinent to their work.

Implementation – EMP-10 Operational Control of Practices

10.1 Purpose

EMP-10 specifies operational control of significant practices.

10.2 Discussion

EA will identify significant practices at MCAGCC to ensure those practices are controlled to sufficiently minimize risk to mission and impacts to the environment, as well as to comply with all applicable regulations and policy. WEBCASS and the EM Portal are used to manage MCAGCC Practice, Impact, and Aspect inventories.

Practice Owners and operators (of significant practices) have procedures for proper practice control and for reduction of environmental risk.

Combat Center Orders are periodically reviewed for the potential to cause significant environmental impact and to ensure that environmental control requirements are incorporated or referenced as needed.

Practice Owners and operators maintain current practice control procedures in the workplace and procedures are addressed in employee training.

When control of a significant practice is not addressed in an order, plan, manual, or SOP, either the document will be updated to include the significant practice controls, or a practice-specific ESOP will be developed. To develop ESOPs, EA Environmental Program Managers and Practice Owners:

- Identify required and necessary practice controls

- Translate requirements into actions that can be implemented

- Determine responsibilities and frequencies, as appropriate

- Identify applicable training requirements

Each ESOP includes a point-of-use checklist based on regulatory requirements, which will provide a basis against which to evaluate compliance. ESOPs include applicable instructions for operational control, internal communication, emergency preparedness and response, inspection and corrective action, and training and awareness. When operation of a practice is guided by instructions or technical manuals outside the Practice Owner's control, the ESOPs complement existing technical procedures.

New or revised ESOPs are distributed via the monthly ECC meeting, posted electronically on the EM Portal/MCAGCC website, or distributed electronically to the assigned ECCs.

All ESOPs will be reviewed and on an annual basis or following identified compliance deficiencies by Environmental Program Managers. EA will coordinate with Practice Owners to revise ESOPs found to be deficient.

10.3 Actions and Responsibilities

Responsible Party	Action
EMS Team	1. Monitor completion of revisions to instructions and ESOPs by their commands and subordinate units.
EA Director	1. Ensure EA Division staff is available and prepared to assist Environmental Program Managers and Practice Owners in incorporating practice controls into instructions and ESOPs.
CETEP Coordinator	1. Ensure ESOP procedures are included in environmental training. 2. Oversee development and revision of applicable ESOPs.
EA	1. Collaborate with Practice Owners to identify practice controls and translate requirements into documented procedures and checklists. 2. Review Practice Owners' revised instructions and ESOPs for accuracy, as requested. 3. Periodically, review Combat Center Orders for the potential to cause significant environmental impact, and to ensure appropriate environmental control requirements are incorporated or referenced. 4. Collaborate with Practice Owners to review and correct procedures requiring revision.
ECCs	1. Obtain current ESOPs from EA for all practices that occur within their activity, command, or unit. 2. Ensure each Practice Owner within their unit or activity is provided with current ESOPs applicable to the practices they operate. 3. Ensure ESOPs are understood and implemented. 4. Ensure procedures described in the ESOPs are included in unit-level training. 5. Provide feedback to EA to revise and update instructions and SOPs as necessary.
Practice Owners	1. Collaborate with EA to identify significant practice controls, and translate requirements into documented procedures and checklist questions. 2. Assign responsibilities and determine schedules for practice controls. 3. Incorporate practice controls into unit instructions and SOPs. 4. Collaborate with EA to review and correct procedures requiring revision. 5. Maintain current practice control procedures in the workplace.

Implementation – EMP-11 Emergency Preparedness and Response

11.1   Purpose

EMP-11 guides personnel in emergency response.

11.2   Discussion

MCAGCC is subject to numerous federal, state, and local laws and regulations that govern the release of hazardous substances to the environment, many of which specify emergency planning and response requirements. MCAGCC has several documents that specify procedures for identifying and responding to accidents and emergencies and for mitigating possible environmental impacts. These include:

- Integrated Contingency Plan (ICOP) and its various components:
    - Oil and Hazardous Substances Spill Contingency Plan (SCP)
    - Business Emergency and Contingency Plan (BECP)
    - Hazardous Waste Management Plan (HWMP)
    - Clean Air Act Risk Management Plan (RMP)
- Mission Assurance Emergency/Hazard Plans
- Stormwater Pollution Prevention Plan (SWPPP)

MCAGCC reviews and revises these plans as well as, emergency preparedness and response ESOPs when new practices are initiated; after accidents or emergencies; or as required by regulation or policy.

Following tests of emergency response procedures, EA, emergency response personnel, and affected Practice Owners participate in after-action reviews to assess the continued adequacy of testing procedures. These reviews are documented and records are maintained in accordance with EMP-15.

Emergency preparedness and response procedures are incorporated into instructions, SOPs, and training to ensure MCAGCC personnel are aware of appropriate procedures in the event of an accident or emergency.

11.3 Actions and Responsibilities

Responsible Party	Action
EA	1. Distribute emergency preparedness and response information from the BECP, HWMP, and ~~SPCC~~ to the appropriate Practice Owners. 2. Conduct post-incident reviews with Practice Owners to determine causes and implement corrective and preventative actions (EMP-14). 3. Following tests of emergency procedures, conduct and document after action assessments with Practice Owners and emergency response personnel. 4. Work with Practice Owners to develop emergency preparedness and response measures for new and modified processes.
Activity/Unit/Tenant Commanders	1. Ensure applicable personnel within their chain of command obtain required spill response training and participate in scheduled exercises as necessary. 2. Ensure as necessary spill response materials and equipment are available to command personnel.
ECCs	1. Ensure relevant sections of the BECP, HWMP, and ~~SPCC~~ are distributed to and understood by Practice Owners.

Responsible Party	Action
Practice Owners	1. Incorporate responsibilities for emergency preparedness and response relative to their processes into instructions, SOPs, and training. 2. Notify EA Division staff of new or modified processes and determine jointly the needed emergency response measures.

Checking and Corrective Action – EMP-12 Monitoring and Measurement

12.1 Purpose

EMP-12 guides MCAGCC in monitoring and measuring MCAGCC's environmental performance.

12.2 Discussion

Monitoring and measurement of MCAGCC environmental performance includes:

- Measuring progress in meeting environmental objectives and targets,
- Monitoring the control of significant practices, and
- Measuring environmental compliance (EMP-13) and EMS conformance (EMP-16).

EA and Environmental Program Managers identify appropriate metrics or measurements to track progress toward meeting environmental objectives and targets. When appropriate, procedures to collect data and track metrics or measurements are included in ESOPs.

EA monitors potentially-impacted resources, sustainability efforts, and practices that may have a significant impact on the environment.

MCAGCC environmental permits require calibration of equipment used to monitor installation activities. (For example, the Combat Center's wastewater discharge permit requires periodic calibration of influent and effluent flow meters.) MCAGCC tests and calibrates such equipment in accordance with manufacturer's specifications and permit requirements. Calibration records are maintained by EA or appropriate Practice Owners.

12.3 Actions and Responsibilities

Responsible Party	Action
EIRB	1. Review results of monitoring and measurement initiatives provided by EA to support the EMS Audit (EMP-16) and Management Review (EMP-17).
EA Director	1. Ensure required practice and resource monitoring activities are conducted, and that appropriate reports are provided to interested parties aboard MCAGCC. 2. Provide results of monitoring and measurement efforts to the EMS Team to support the EMS Audit (EMP-16) and Management Review (EMP-17).

Responsible Party	Action
EA	1. Conduct practice-specific inspections in accordance with ESOPs. 2. Identify appropriate metrics or measurements to assess progress toward meeting environmental objectives and targets (EMP-04). Where appropriate, ensure data collection and tracking procedures are included in ESOPs. 3. Ensure required sampling and analysis is conducted and that test equipment, instruments, and software are properly calibrated. 4. Provide results of monitoring and measurement efforts to the EMS Coordinator to support the EMS Audit (EMP-16), and Management Review (EMP-17).
Activity/Unit/Tenant Commanders	1. Ensure personnel within their chain of command participate in monitoring and measurement activities.
Practice Owners	1. Participate in monitoring and measurement activities relevant to their practices.

Checking and Corrective Action - EMP-13 Compliance Evaluation

13.1 Purpose

EMP-13 discusses implementation and maintenance of MCAGCC's compliance self-audit program.

13.2 Discussion

EA prepares and implements a compliance self-audit plan, which describes MCAGCC's compliance self-audit program.

On an annual basis, the self-audit program evaluates compliance with applicable environmental laws, regulations, and directives at all commands, units, and tenants. Inspections of significant practices and permitted sites and sources are prioritized.

The self-audit program includes the following components:

- An annual review of MCAGCC environmental programs,
- ESOP-specified routine Practice-Specific Compliance Inspections, and
- Fiscal Year Environmental Compliance Evaluation Self Audit Program

In addition, HQMC conducts triennial HQMC Environmental Compliance Evaluations.

13.3 Actions and Responsibilities

Responsible Party	Action
EMS Team	1. Review monitoring and measurement data, and support EA in performing the self-audit (EMP-16).

Responsible Party	Action
EA Director	1. Ensure annual self-audits (EMP-16) are conducted in accordance with MCO 5090.2 Environmental Compliance and Protection Manual and the CGIP.
EA Division Staff & Environmental Program Managers	1. Develop and implement annually a self-audit plan in accordance with MCO 5090.2, the CGIP, and EMP-16. 2. Use results of monitoring and measuring environmental objectives and targets to support the self-audit. 3. At least annually, evaluate all commands, units, and tenants for compliance with applicable environmental laws, regulations, and directives. 4. Ensure all other MCAGCC activities comply with applicable environmental laws, regulations, and directives.

Checking and Corrective Action - EMP-14 Problem Solving

14.1 Purpose

EMP-14 describes how MCAGCC develops and implements corrective actions for identified compliance and conformance problems.

14.2 Discussion

Compliance and conformance problems are identified through the evaluation of compliance (EMP-13) and the EMS Audit (EMP-16). Once an environmental compliance or conformance problem has been identified, the following is MCAGCC's structured problem solving process:

- Define problem and the desired end-state
- Analyze contributing and root causes
- Develop alternative corrective or preventative actions
- Select, develop, and implement corrective or preventative action
- Follow up by monitoring implemented solution to ensure:
    - solution is appropriately implemented
    - solution is effective (that it achieves desired results)
    - conditions prevent future occurrence of problem

This problem solving process is used to address deficiencies in environmental compliance at MCAGCC, prioritizing widespread or recurring deficiencies with environmental programs or practice controls. All problem-solving efforts are documented, through minutes of after-action meetings between ECCs and EA, or in revised ESOPs that are disseminated to affected organizations and posted on the EM Portal.

Depending on the severity or widespread occurrence of problems, solutions may require EIRB approval, cross-functional coordination, or external funding. The results of problem solving should be forwarded to Senior Management to support Management Review (EMP-17) and improvement of the EMS.

14.3 Actions and Responsibilities

Responsible Party	Action
EIRB	1. Review/approve developed solutions affecting personnel or practices within their chain of command.
EMS Management Committee	1. Review problem solving results and suggested corrective and preventative actions during the EMS Audit (EMP-16) and Management Review (EMP-17).
EA Director	1. Review results of problem solving efforts, including suggested corrective/preventative actions, and provide them to the EMS Management Committee.
EA	1. Conduct problem solving on widespread or recurring deficiencies with environmental programs or practice controls. 2. Provide problem solving results, including suggested corrective/preventative actions, to the EMS Coordinator and EA Director.
Activity/Unit/Tenant Commanders	1. Ensure staff within their chain of command collaborates with EA Division staff and EIRB members to conduct problem-solving activities as they relate to their processes.
Practice Owners	1. Support EA Division staff in conducting problem solving activities relating to their practices.

Checking and Corrective Action - EMP-15 Records Control

15.1   Purpose

EMP-15 guides MCAGCC personnel in managing pertinent EMS records.

15.2   Discussion

Records are information (stored on paper, electronic, or other media) that states results achieved or provides evidence of activities performed. Records are not subject to change and, once created, cannot be modified.

EA maintains an inventory of all records appropriate to the EMS, including all records relating to:

-   Practice monitoring

-   Objectives and targets tracking

-   Testing of emergency preparedness and response procedures

-   Compliance evaluations

-   EMS Audits

-   Management reviews

The inventory includes the following information for each record item: the record name, associated practices, record retention time, and record location.

All environmental records are maintained so that they can be located, are protected from alteration or damage, are available when and where needed, and are removed for archiving when obsolete. EA maintains environmental records on the USMC EM Portal, differentiating active and archived records in separate portal libraries.

15.3 Actions and Responsibilities

Responsible Party	Action
EA Director	1. Ensure environmental records are maintained in accordance with applicable requirements and EMS goals.
EA	1. Identify and maintain environmental records in accordance with applicable requirements. 2. Train Practice Owners, as appropriate, in procedures for environmental records management.
Practice Owners	1. Identify and maintain environmental records in accordance with applicable requirements.

Checking and Corrective Action – EMP-16 EMS Audit

16.1 Purpose

EMP-16 describes MCAGCC's EMS Audit process.

16.2 Discussion

MCAGCC's EMS Audit determines conformance of the Combat Center EMS with USMC EMS criteria and evaluates the effectiveness of EMS implementation. MCAGCC performs an EMS Audit as part of its self-audit on an annual basis (except in years which an external EMS Audit has occurred or is scheduled to occur as part of a Benchmark Environmental Compliance Evaluation). Following is the EMS Audit procedure for MCAGCC:

- Evaluate the MCAGCC EMS against the requirements of MCO 5090.2, Chapter 2,
- Document EMS Audit results, with any resulting corrective actions, in the WEBCASS auditing software, and
- Report EMS Audit results to HQMC by 31 December each year via .pdf upload to EM Portal's document library.

To determine conformance with EMS requirements of MCO 5090.2, the EMS Coordinator compiles, and the EIRB assesses, at least the following:

- Results and recommendations of the EMS Management Review (EMP-17) regarding MCAGCC's progress in meeting objectives and targets (EMP-12),
- Results of internal compliance evaluation (EMP-13) and related problem solving for identified deficiencies (EMP-14),
- Results from the CGIP,
- Results of HQMC Environmental Compliance Evaluations and the preceding annual EMS Audit and conformance review,
- Corrective and preventative action implemented to resolve compliance deficiencies,
- Progress in responding to previous Management Reviews,
- Any other information regarding MCAGCC's environmental performance, and
- Recommendations for improvement

MCAGCC submits the Annual USMC EMS Conformance Summary report to HQMC by 31 December of each year. The report is signed by the installation AC/S and includes the following content:

- Enclosure 1: a summary of the EMS Audit, MCAGCC's conformance status summary, and MCAGCC's Environmental Metrics EMS Scorecard
- Enclosure 2: minutes of the last Management Review
- Enclosure 3: a copy of each EMS Auditor's EMS Lead Auditor training certification, with refresher dates annotated

16.3 Actions and Responsibilities

Responsible Party	Action
HQMC, MCICOM GF-5	1. Conduct a review of MCAGCC's EMS at least once every three years.
AC/S and EIRB	1. Review and endorse results of internal and external EMS Audits. 2. Submit results from annual Self Audits to HQMC by 31 December each year (except years when an external audit occurs).
EA Director	1. Sign the Annual EMS Conformance Summary.
EMS Management Committee	1. Participate in EMS Audits by responding to inquiries from HQMC and MCAGCC auditors. 2. Work with the EMS Coordinator to develop corrective actions to address nonconformance and to identify and implement changes to improve MCAGCC's EMS.
EMS Coordinator	1. Plan and supervise annual EMS Audits conducted by MCAGCC personnel. 2. Ensure personnel who have completed an EMS Lead Auditor Training Course are available to conduct annual internal EMS Audits. 3. Supervise preparation of EMS Audit reports. 4. Brief the EMS Team on EMS Audit results.
EA	1. Participate in EMS Audits by responding to inquiries from HQMC and EA Division auditors. 2. As directed by the EA Director, attend and complete EMS Lead Auditor Training. 3. As designated by the EA Director, conduct EMS Audits of MCAGCC's EMS in accordance with the procedures described in this EMP.
Practice Owners	1. Participate in EMS Audits by responding to inquiries from HQMC and EA Division auditors.

Management Review – EMP-17 Management Review

17.1 Purpose

EMP-17 describes MCAGCC's procedure for the annual EMS Management Review.

17.2 Discussion

The annual MCAGCC Management Review ensures that installation senior management remains engaged and involved with the EMS and environmental performance. The EMS Team compiles the annual Management Review from the results of monitoring and measurement (EMP-12), compliance evaluation (EMP-13), problem solving (EMP-14), the EMS Audit (EMP-16), and other sources.

The Management Review includes the following content:

- A review of the Environmental Policy and need for changes,
- A review of significant environmental practices, aspects, and impacts,
- A review of objectives and targets and status in meeting them,
- Results of the annual EMS Self Audit and conformance status,
- Results of the external ECE/EMS Audit (to include compliance and conformance results), if conducted that year,
- Progress executing POA&Ms to correct identified nonconformance,
- Summary of compliance deficiencies over one year old,
- Results of regulatory inspections that year,
- Any other pertinent indicators of environmental performance,
- An evaluation of EMS effectiveness, adequacy, and suitability, and
- Requests for senior management support to promote continued performance improvement, as required

The EMS Coordinator compiles management review content and forwards to the EIRB for review and concurrence. After EIRB approval, the EMS Coordinator presents the Management Review to senior leadership in a briefing.

Management Reviews are documented and minutes are posted to the EM Portal. The minutes include an attendee list, a copy of the agenda, a summary of discussions, and action items with dates. The minutes are signed by senior leadership and included in the annual EMS conformance report to HQMC (EMP-16).

17.3 Actions and Responsibilities

Responsible Party	Action
AC/S	1. On behalf of the CG, sign the annual Management Review. 2. Communicate the results of the Management Review to the CG. 3. Review and approve, as appropriate, suggested revisions to the EMS.
EIRB	1. Review and approve Management Review content prior to the senior leadership briefing. 2. Evaluate, endorse, and forward to AC/S, as appropriate, suggested revisions to the EMS.
EMS Management Committee	1. Support the EMS Coordinator in compiling the annual Management Review. 2. Evaluate and develop suggested EMS revisions.

Responsible Party	Action
EA Director	1. Provide the AC/S, EMS Coordinator, and the EIRB with information pertinent to MCAGCC's environmental performance. 2. Provide the AC/S, EMS Coordinator, and the EIRB with recommendations for EMS improvements. 3. Implement EMS improvements, as appropriate, as approved by the AC/S. 4. Prepare quarterly "quad-charts" to update the CG on environmental performance.
EMS Coordinator	1. With support from the EA Director and the EMS Team, compile MCAGCC environmental performance data and prepare the annual Management Review. 2. Review proposed EMS improvements. 3. Implement EMS improvements, as appropriate, approved by the AC/S and the EIRB. 4. Document the annual Management Review as specified in this EMP, and post it to the EM Portal. 5. Ensure EMS improvements are included in EMPs, ESOPs, and other EMS documentation.
EA Division Staff	1. Develop, collect, and analyze information pertinent to MCAGCC's environmental performance. 2. Provide the EMS Coordinator with information pertinent to the status of MCAGCC's environmental performance. 3. Develop proposed EMS improvements, and provide them to the EMS Coordinator. 4. Implement EMS improvements approved by the AC/S. 5. Document EMS improvements in EMPs, ESOPs, and other EMS documentation.
Activity/Unit/Tenant Commanders	1. Ensure personnel within their chain of command implement EMS improvements approved during the Management Review.
Practice Owners	1. Participate with EMS Team and the EA Division staff in developing performance measurement data. 2. Provide the ECCs with suggested EMS improvements. 3. Implement EMS improvements approved by the AC/S.

APPENDIX B - MAGTFTC, MCAGCC EMS TEAM CHARTER

Purpose

The EMS Team represents the interests of all installation directorates, commands, and tenant organization in the planning, implementation, and maintenance of EMS. The EMS Team provides installation-wide oversight and support of the EMS implementation and sustaining effort; ensures appropriate participation of all directorates, commands and tenants in EMS; and ensures sustained conformance with the implementation.

The EMS Team is comprised of two tiers:

* The Environmental Impact Review Board (EIRB) provides oversight and review for EMS policies, objects and targets, and procedures, to ensure that EMS initiatives reduce risk-to-mission within their respective directorates, commands; and tenant organizations.

* The EMS Management Committee reviews and oversees EMS planning and implementation and sustaining efforts. The EMS Management Committee ensures effective execution, communications, and coordination among all participating organizations.

2.0 Actions and Responsibilities

MAGTFTC, MCAGCC Environmental Impact Review Board (EIRB)

* Provides oversight and review for EMS policies, objects and targets, and procedures, to ensure that EMS initiatives reduce risk-to-mission within their respective directorates, commands; and tenant organizations.

* Conducts the annual EMS Review by evaluating environmental performance results compiled by the EMS Coordinator, EA, and the ECCs. Results of the EMS Review are provided to the CG. Specific responsibilities of the EIRB include:

  o Ensure the active participation of their directorates, commands, or tenant organizations within the EMS.

  o Provides a forum for communication and coordination of EMS initiatives affecting their directorates, commands, or tenant organizations, or MAGTFTC, MCAGCC as a whole.

  o Receives EMS training.

  o Reviews the MAGTFTC, MCAGCC EMS policy (and any revisions) prior to submission for command approval and signature.

  o Reviews objectives and targets and associated POA&Ms developed by the EMS Coordinator, EA, and the EMS Management Committee.

  o Reviews/comments on the ECPSOP/EMS Manual and EMPs developed by the EMS Coordinator.

  o Conducts the EMS review, and submit results and recommend EMS enhancements to CG via the EIRB.

MAGTFTC, MCAGCC's EMS Management Committee

- Primary liaison between the EMS Coordinator and their organizations for communication and coordination.

- Works with the EMS Coordinator and EA to gather, organize, and disseminate the EMS information.

- Provides input to practice-specific ESOPs and other EMS documentation.

- Reviews EMS documentation; and advise, coordinate, facilitate, and monitor EMS implementation.

- Specific responsibilities of the Implementation and Maintenance Working Group members include the following:

  o Serves as primary liaisons between the EMS Coordinator and Practice Owners within their respective organizations.

  o Coordinates planning and implementation of EMS initiatives within their chains of command, as appropriate.

  o Receives EMS training.

  o Participates, with the EMS Coordinator and EA, in developing the practice inventory, providing information on practices operated by their organizations.

  o Participates, with the EMS Coordinator and EA, in analyzing and prioritizing risks-to-mission associated with practices operated within their organizations.

  o Supports the EMS Coordinator and EA in developing objectives and targets.

  o Represents the interests of their organizations in the development of plans of actions and milestones to meet defined objectives and targets.

  o Supports, the EMS Coordinator and EA, in identifying projects for external funding either as actions to achieve objectives and targets or as corrective/preventive measures identified through the EMS checking and corrective action component.

  o Coordinates, within their chains of commands, initiatives to incorporate established environmental responsibilities into unit SOPs and training plans.

  o Ensures effective execution of environmental SOPs within their organizations.

  o Ensures Practice Owners within their organizations receive practice-specific, point-of-use training.

  o Supports the EMS Coordinator in compiling an inventory of environmental documents and records used within their respective organizations as applicable.

  o Supports the EMS Coordinator in developing roles and responsibilities sections within the EMPs.

  o Provides liaison between EA and Practice Owners within their respective organizations to facilitate quarterly Commanding General's Environmental Inspection Program inspections.

o Supports the EMS Coordinator and EA in the annual collection of environmental performance information, including status in meeting objectives and targets, to facilitate monitoring and measurement component initiatives.

3.0 Membership

The Chief of Staff chairs the EIRB, the Director of EA serves as the Executive Agent of the EIRB, and the Deputy Director of EA chairs the EMS Management Committee.

From the following MAGTFTC, MCAGCC directorates, commands, and tenant organizations, Deputy Directors and Executive Officers are EIRB members, while EA Media Managers and Environmental Compliance Coordinators are EMS Management Committee members:

(1) Resource Management Directorate

(2) MAGTF Training Directorate

(3) Installation Support Directorate

(4) Government & External Affairs

(5) Human Resources Office

(6) Inspector General

(7) Headquarters Battalion

(8) Marine Corps Logistics Operations Group

(9) Tactical Training Exercise Control Group

(10) Marine Corps Communication-Electronics School

(11) Naval Hospital 29 Palms

(12) 7th Marine Regiment

(13) 1st Battalion, 7th Marines

(14) 2d Battalion, 7th Marines

(15) 3d Battalion, 4th Marines

(16) 3d Battalion, 7th Marines

(17) 3rd Battalion, 11th Marines

(18) 1st Tank Battalion

(19) 4th Tank Battalion

(20) 3d Light Armored Reconnaissance Battalion

(21) Combat Logistics Battalion 7

(22) Company D, 3d Assault Amphibian Battalion

(23) Marine Wing Support Squadron 374

(24) 23d Dental 1st Dental Battalion, 1st Marine Logistics Group

(25) Armed Services Young Men's Christian Association

(26) Contracted Owned, Contractor Operated Fuel Facility

(27) Defense Commissary Agency

(28) Lion Protects

(29) Naval Criminal Investigative Service

(30) Navy and Marine Corps Relief Society

(31) Navy Personnel

(32) Western Area Research, Test and Evaluation Center

(33) Southwest Regional Fleet Transportation

(34) Office of General Counsel

(35) Staff Judge Advocate

(36) Veterinary Services

(37) Marine Corps Tactics Operations Group

4.0 Meetings

The Management Committee communicates primarily through e-mail to review and approve EMS documentation. Meetings may be scheduled between all or part of the committee on an as-needed basis.
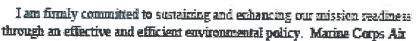
5.0 Duration

This EMS Team is in effect until superseded or revoked by the Commanding Officer.

The EMS Team will evaluate the continuing effectiveness of the Charter, including Team membership and responsibilities, during each EMS Review.

APPENDIX C - COMMANDING GENERAL'S ENVIRONMENTAL POLICY STATEMENT

ENVIRONMENTAL COMPLIANCE AND PROTECTION POLICY

As a Service Level Training Installation, the Marine Corps Air Ground Combat Center provides premier training opportunities. To ensure we maintain this capability for future generations of Marines, we are responsible for dedicated management of the environmental resources on our installation.

I am firmly committed to sustaining and enhancing our mission readiness through an effective and efficient environmental policy. Marine Corps Air Ground Combat Center will continually improve its environmental performance through the systematic Environmental Management System. Accordingly, environmental considerations shall be an integral part of our day-to-day decision making and long-term planning processes. We cannot fail in areas of environmental compliance.

All tenant commands, departments, contractors, and dependents shall comply with Marine Corps environmental policies and Combat Center Orders to ensure that we meet our responsibility of good stewardship of the environment. To accomplish this, we will rely on strict adherence to orders and regulations through leadership and training.

We will integrate pollution prevention through source reduction, resource recovery, and recycling. Marine Corps Air Ground Combat Center will conserve natural resources and preserve cultural resources with dedicated focus to protect these resources entrusted to our care.

We will implement sustainability initiatives to mitigate environmental impacts of our mission practices and reduce operating costs. By being vigilant we will improve our good relationship with our local neighbors and build public trust which will positively affect our future sustainability.

We will actively seek opportunities for continual improvement of our environmental performance by establishing goals and measuring our progress toward meeting those goals. If we are to achieve this, our service members, civilian employees, and families must be able to recognize the environmental impacts of their actions. Environmental protection is a mindset and way of life. This is an all hands endeavor!

R. B. TURNER, JR.
Brigadier General, U.S. Marine Corps
Commanding General
Marine Air Ground Task Force Training Command
Marine Corps Air Ground Combat Center

APPENDIX D – ACRONYMS, ABBREVIATIONS, AND GLOSSARY

Acronyms, Abbreviations, and Glossary
Term/Acronym	**Definition**
Actions	Any initiative undertaken to improve environmental performance or meet an environmental need. Within the EMS, there are two general types of actions: projects, and behavioral/administrative actions. These include: Projects—Actions that require external funding requested through STEP or other Planning, Programming and Budgeting System mechanisms. Examples of projects include P2 investments, infrastructure investments, and externally funded studies or plan development. Behavioral/Administrative Actions—Actions planned and implemented within the installation CO's means, such as realigning existing roles and responsibilities, developing EMS procedures, and providing training.
Aspect	A characteristic of a practice that can cause an impact to an environmental or other resource. Each practice may have several aspects.
AC/S	Assistant Chiefs of Staff
AICUZ	Air Installation Compatible Use Zone
BECP	Business Emergency and Contingency Plan
CCO	Combat Center Order
CETEP	Comprehensive Environmental Training and Education Program
CG	Commanding General
CGIP	Commanding General's Inspection Program
CMC	Commandant of the Marine Corps
CO	Commanding Officer
Compliance	Adherence to Federal, state, local, DoD, Marine Corps and other applicable legal, regulatory, or policy requirements.
Conformance	Adherence to Marine Corps EMS criteria. A facility is in conformance with established EMS criteria when it meets all applicable EMS requirements, has conducted an annual internal EMS Audit, and self-declares conformance. HQMC (LF/MCICOM (GF))-sponsored Benchmark ECEs validate the self-declaration. A facility may be considered to be in conformance with Marine Corps EMS criteria if it has one or more minor nonconformance's, as long as it establishes and implements a Plan of Action and Milestones (POA&M) to correct each nonconformance.
DENIX	Defense Environmental Network and Information Exchange

Acronyms, Abbreviations, and Glossary	
Term/Acronym	**Definition**
Document	Information (stored on paper, electronic, or other media) that describes the organization, its goals or intent, or its procedures. Documents are subject to change over time. Examples of documents include the EMS Manual and procedures, the Environmental Policy Statement, current **practice inventory and risk data, current objectives and** targets, installation plans, the ECPSOP, and regulatory permits.
DoD	Department of Defense
EA	Environmental Affairs
ECC	Environmental Compliance Coordinator
ECE	Environmental Compliance Evaluation
ECPSOP	Environmental Compliance and Protection Standard Operating Procedure
EIRB	Environmental Impact Review Board
EM	Environmental Management
EMP	Environmental Management Procedure
EMS	Environmental Management System
EMS Audit	A systematic and documented verification process that objectively obtains and evaluates evidence to determine whether an installation's EMS conforms to the USMC EMS conformance criteria and is effectively implemented.
EO	Executive Order
EPA	Environmental Protection Agency
ESOP	Environmental Standard Operating Procedure
External Communication	Communication of environmental information between MAGTFTC, MCAGCC personnel and external interested persons or groups, such as component services, local community groups, or local, state, and federal environmental agencies.
FAV	Formal Assist Visit
HM	Hazardous Material
HQMC MCICOM GF-5	Environmental Management Section, Facilities & Services Division, Headquarters, United States Marine Corps
HW	Hazardous Waste
HWMP	Hazardous Waste Management Plan
ICOP	Integrated Contingency and Operations Plan
ICRMP	Integrated Cultural Resources Management Plan
Impact	An effect of a practice's aspect on an environmental or other resource. Each practice may have several impacts

Acronyms, Abbreviations, and Glossary	
Term/Acronym	**Definition**
Internal Communication	Communication of environmental information between personnel operating on MAGTFTC, MCAGCC, or with other U.S. Marine Corps personnel. Internal communication occurs between personnel and organizations at numerous levels within MAGTFTC, MCAGCC's organization, including: • EA Division staff and Practice Owners. • EA Division staff and managers of other MAGTFTC, MCAGCC Departments, tenants, and contractors. • Practice Owners and their chains of command. • EA Director and the Commanding General, the EIRB, and the EMS Coordinator. • MAGTFTC, MCAGCC environmental personnel and Marine Corps HQ.
INRMP	Integrated Natural Resources Management Plan
ISO	The International Organization for Standardization
MAGTFTC	Marine Air Ground Task Force Training Command,
MCAGCC	Marine Corps Air Ground Combat Center
MCO	Marine Corps Order
NEPA	National Environmental Policy Act
Objective	A statement that defines an attainable end-state, supporting goals of the Environmental Policy Statement. Objectives must be achievable and measureable, and should be quantifiable when practicable.
P2	Pollution Prevention
PAO	Public Affairs Office
POA&M	Plan of Actions and Milestones
Practice	Mission-supporting unit processes conducted at the installation that has aspects that can impact environmental or other resources.
Practice Controls	Procedures with designated responsibilities and frequencies implemented to control a practice's aspects and prevent or mitigate the impacts of those aspects. Practice control is achieved through effective: • Training and awareness (EMP-06), • Internal communication (EMP-07), • Operational control (including replacing, changing, or eliminating the practice as well as following prescribed operation instructions), • Emergency preparedness and response (EMP-11) • Compliance inspection and sampling and analysis (EMP-12), and • Document and record control (EMP-09). Some practice controls are required by regulation or policy. Many others are not "required," but are judged by an installation to be necessary to achieve the above purposes or to otherwise minimize risks to mission.

| Acronyms, Abbreviations, and Glossary ||
Term/Acronym	Definition
Practice Owner	The command, unit, or office responsible for day-to-day use of a practice. Practice Owners are generally not the installation's environmental management staff.
Problem	Generally, a deviation from expected results.
Problem Solving	Application of a structured approach to identify environmental problems and their root causes and to develop and implement cost-effective, permanent solutions.
Procedure	A specified way to perform an activity.
Projects	Actions that require external funding requested through existing Planning, Programming, and Budgeting System mechanisms.
PWD	Public Works Division
QRP	Qualified Recycling Program
RCUZ	Range Compatible Use Zone
Record	Information (stored on paper, electronic, or other media) that states results achieved or provides evidence of activities performed. Records are not subject to change, and once created, cannot be modified. Examples of records include regulatory monitoring records, routine inspection records, results of past EMS Audits, etc.
Requirement	Legislation, regulation, or policy issued by an Executive, Federal, state, local, DoD, DON, or Marine Corps authority that addresses environmental considerations and requires action by Marine Corps personnel.
Resources (Environmental)	Sensitive environmental receptors (e.g., air, water, natural resources, etc.) or cultural or historic assets aboard MAGTFTC, MCAGCC or in the surrounding community that can be impacted by the operation of practices.
Resources (Other Resources)	Other assets that may be impacted by MAGTFTC, MCAGCC practices, such as personnel health and safety, real property, financial resources, public relations status, and mission capability.
RMP	Risk Management Plan
SABRS	Standard Accounting, Budget and Reporting System
SCP	Spill Contingency Plan
Significant Aspect	An aspect determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes aspect risk scores into account.
Significant Practice	A practice determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes practice risk scores into account.

| Acronyms, Abbreviations, and Glossary ||
Term/Acronym	Definition
SPCC Plan	Spill Prevention, Control, and Countermeasures Plan A practice determined by the installation to potentially result in a significant environmental impact, using a documented procedure that takes practice risk scores into account.
SOP	Standard Operating Procedure
SWPPP	Stormwater Pollution Prevention Plan
STEP	Status Tool for the Environmental Program
Target	A detailed performance requirement that sets a limit, usually a quantity and/or a time frame, for the achievement of objectives. An objective may have more than one target.
TAV	Technical Assist Visit under the CGIP
WACO	Western Area Council Office
WEBCASS	Web-Based Compliance Assistance and Sustainment Software
WREC	West Coast Regional Environmental Coordinator